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Institute of Management and
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MAY 30 1984
RUTGERS UNIVERSITY

AGREEMENT

between

CLIFFSIDE PARK BOARD OF EDUCATION

and

CLIFFSIDE PARK EDUCATIONAL SECRETARIES ASSOCIATION

July 1, 1982 - June 30, 1984

I N D E X

<i>ARTICLE I</i>	<i>- RECOGNITION</i>
<i>ARTICLE II</i>	<i>- SALARIES</i>
<i>ARTICLE III</i>	<i>- HOURS OF WORK</i>
<i>ARTICLE IV</i>	<i>- SICK LEAVE</i>
<i>ARTICLE V</i>	<i>- PERSONAL LEAVE</i>
<i>ARTICLE VI</i>	<i>- HOLIDAYS</i>
<i>ARTICLE VII</i>	<i>- VACATIONS</i>
<i>ARTICLE VIII</i>	<i>- INSURANCE PROTECTION</i>
<i>ARTICLE IX</i>	<i>- INCLEMENT WEATHER</i>
<i>ARTICLE X</i>	<i>- POSTING OF POSITIONS</i>
<i>ARTICLE XI</i>	<i>- GRIEVANCE PROCEDURES</i>
<i>ARTICLE XII</i>	<i>- DURATION OF AGREEMENT</i>

AGREEMENT
between
CLIFFSIDE PARK BOARD OF EDUCATION
and
CLIFFSIDE PARK EDUCATIONAL SECRETARIES ASSOCIATION

1982-1983

1983-1984

ARTICLE I - RECOGNITION

Pureuant to Chapter 303, Public Laws of New Jersey, 1968, as amended, the Cliffside Park Board of Education hereby recognizes the Cliffside Park Educational Secretaries Association as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment for all secretarial personnel.

Unless otherwiss indicated, the term "employse" when used hereinafter in this Agreement, shall refer to all recognized employees represented by the Association in the negotiating unit as above defined.

ARTICLE II - SALARIES

- A. 1. During the fiscal year 1982-1983 the starting salary for new secretaries employed by the Board shall be Eight Thousand Dollars (\$8,000.00).
 2. During fiscal year 1983-1984 the starting salary for new secretaries employed by the Board shall be Eight Thousand Dollars (\$8,000.00).
 3. New secretaries employed by the Board who shall be employed on a part-time basis shall receive a starting salary which equals a pro-rata share of the starting salary for the year in question based upon the percentage of the total number of hours to be worked in such year by such employee as compared to the total number of hours worked by full time employees as set forth in ARTICLE III herein.
- B. 1. During the fiscal year 1982-1983 each employse covered by this Agreement shall receive an increase of \$1000.00 over the salary received during the 1981-1982 fiscal year.
 2. During the fiscal year 1983-1984 each employee covered by this Agreement shall receive an increase of \$1000.00 over the salary received during the 1982-1983 fiscal year.
 3. During each year of the terms of the within Agreement, each employee who is employed on a part-time basis shall receivs a salary increase which equals a pro-rata share of the total salary increase for the year in question, as determined by Article II, B, 1 above, based upon the percentage of the total number of hours to be worked in such year by such employees as compared to the total number of hours worked by full time employees as set forth in ARTICLE III herein.
4. (a) Each full time Board Office employee shall continue, during the fiscal year 1982-1983, to receive an additional stipend in the amount of Six Hundred Fifty Dollars (\$650.00) per year over the negotiated

salary of each such employee, as determined by the provisions of Article II B, 1 and 2 above.

- (b) During the fiscal year 1983-1984 each full time Board Office employees shall receive an additional stipend in the amount of Six Hundred Fifty Dollars (\$650.00) per year over the negotiated salary of each such employee, as determined by the provisions of Article II B, 1 and 2 above.
- (c) The Board Office employee assigned as Payroll Clerk shall receive during the term of the within agreement, an additional stipend in the amount of Five Hundred Dollars (\$500.00) per year over the negotiated salary of such employee, as determined by the provisions of Article II B, 1 and 2 above.
- (d) The Secretary to the Superintendent of Schools shall receive during the term of the within Agreement, an additional stipend in the amount of One Thousand Eight Hundred Dollars (\$1,800.00) per year over the negotiated salary of such employees, as determined by the provisions of Article II B, 1 and 2 above.

C. Longevity Benefits:

1. Secretaries who have been employed by the Cliffside Park Board of Education for ten (10) or more years shall receive an additional sum of \$125.00 in their yearly salary for fiscal years 1982-1983 and 1983-1984.
2. Secretaries who have been employed by the Cliffside Park Board of Education for fifteen (15) or more years shall receive an additional sum of \$225.00 in their yearly salary for the fiscal years 1982-1983 and 1983-1984.
3. Secretaries who have been employed by the Cliffside Park Board of Education for twenty (20) or more years shall receive an additional sum of \$325.00 in their yearly salary for the fiscal years 1982-1983 and 1983-1984.

ARTICLE III - HOURS OF WORK

During the months of July and August of each year of the within Agreement, the total number of hours per week to be worked by secretaries shall be thirty-one (31) hours, to be served as follows:

Monday through Thursday: 8:00 A. M. through 3:00 P. M.
with a one-half ($\frac{1}{2}$) hour lunch period.

Friday: 8:00 A. M. through 1:00 P. M. with no lunch period.

During the period beginning September 1 and ending June 30 of the within Agreement, the number of hours per week to be worked by secretaries shall be thirty-five (35) hours, to be served as follows:

Monday through Friday: 8:00 A. M. through 4:00 P.M., with a one (1) hour lunch period.

ARTICLE IV - SICK LEAVE

During the term of the within Agreement, all employees covered by the within Agreement shall be allowed, during each year of the within Agreement, twelve (12) days of sick leave. Said sick leave shall be cumulative, and any such sick leave that remains unutilized at the end of any year of the within Agreement shall be carried from year to year and until it is used in any of such subsequent years.

ARTICLE V - PERSONAL LEAVE

During the term of the within Agreement, all employees covered by the within Agreement shall be allowed, during each year of the within Agreement, up to three (3) personal leave days, which shall be allowed to be utilized with an explanation required for any of the following reasons:

1. Recognition of a religious holiday.
2. Court subpoena.
3. Urgent personal business and emergencies which cannot be handled outside of school hours.
4. Leave, because of death of a relative other than in the immediate family, may be granted for one (1) day with full pay. In unusual circumstances a close friend could be considered in this category.

In addition, leave, because of death of a member of the immediate family, shall be granted for five (5) days with full compensation. Immediate family shall include: mother, father, mother-in-law, father-in-law, sister, brother, husband, wife, children.

The personal leave provided for herein shall not be cumulative. Applications for personal leave are to be made in writing and, except as otherwise provided in this ARTICLE, must state the reason that such leave is necessary. Application must be made at least forty-eight (48) hours prior to the day requested, except in emergencies. Applications shall be submitted to the Superintendent, whose approval, except as otherwise provided in the ARTICLE, must be obtained before leave can be taken.

ARTICLE VI - HOLIDAYS

For all employees covered by this contract, with the exception of the Board Offices employees, the schedule of holidays shall be the same as the schedule of holidays published in the "School Calendar" for school years 1982-1983 and 1983-1984, as published by the Office of the Superintendent of Schools and approved by the Board of Education, with the specific addition thereto of July 4 (Independence Day) in 1982-1983 and 1983-1984. The holiday schedule for Board Office employees shall be the same as the holiday schedule specified in the Agreement for fiscal years 1982-1983 and 1983-1984 with custodians, with the specific addition thereto of the holidays of Rosh Hashonoh, Yom Kippur, the Religious Holiday in December, and the Religious Holiday in May, when those holidays are shown in the schedule of holidays published in the "School Calendar" for school years 1982-1983 and 1983-1984, as published by the Office of the Superintendent of Schools and approved by the Board of Education.

ARTICLE VII - VACATIONS

During the term of the within Agreement, vacations shall be granted to all employees covered by the within Agreement as follows:

- a. One day of vacation shall be granted for each completed month of employment during the first year of employment in the Cliffside Park Schools, up to a total of 10 working days of vacation.

1982-1983 and 1983-1984 Secretaries Agreement - continued

- b. Two calendar weeks of vacation shall be granted to all employees with one full year but less than five years of employment.
- c. Three calendar weeks of vacation shall be granted to all employees with five full years but less than ten years of employment.
- d. Four calendar weeks of vacation shall be granted to all employees with ten or more years of employment.
- e. The vacation schedule of the secretarial staff must be planned to avoid interference with operation of the schools. The schedule must be approved by the Superintendent. The vacation schedule for Board Office personnel must be approved by the Board Secretary.

ARTICLE VIII - INSURANCE PROTECTION

During the terms of this Agreement, the Cliffside Park Board of Education shall provide the health care insurance protection designated below:

- 1. For all employees covered by this Agreement who remain in the employ of the Board of Education for the applicable full fiscal year, the Board shall make payment of full individual or full family insurance premiums, as appropriate, in the State Health Benefits Plan, for the full applicable twenty-four (24) month period, commencing July 1st and ending June 30th. Coverage provided by the State Health Benefit Plan includes hospitalization, surgical, Rider J, and Major Medical benefits.
- 2. For all employees covered by this Agreement who remain in the employ of the Board of Education for the full applicable fiscal years of 1982-1983 and 1983-1984, the Board shall make payment as follows in an equivalent dental plan or that provided during the fiscal year 1981-1982:

Payment of full individual or full dependent coverage; it being understood, however, that the cost of these payments during the term of this Agreement shall not exceed the sum of \$3,000.00.

- 3. When available from the insurance carrier, the Board shall provide to each employee a description of the health care benefits insurance coverage provided under this Article.

ARTICLE IX - INCLEMENT WEATHER

During the term of the within Agreement, the following shall apply with regard to service of all employees covered by the within Agreement during inclement weather:

Secretaries shall not ordinarily report for work when schools are closed unless their services are required by their Principals, the Superintendent, or the Business Administrator.

ARTICLE X - POSTING OF POSITIONS

During the term of the within Agreement, the following shall apply with regard to the posting of positions which may be available to all employees covered by the within Agreement:

- (a) Notice of all vacancies and new positions shall be posted in each school by the Board or its agent.
- (b) Employees interested therein must submit a written application to the Administrator to which the vacancy applies.
- (c) All such applicants shall be notified that their application has been received and shall be further notified in writing when the vacancy has been filled, whether or not said applicant has been selected to fill the vacancy.

ARTICLE XI - GRIEVANCE PROCEDURES

I. Definitions, Basic Principles and Time Limits

- A. A "Grievance" is a claim by an employee of the Cliffside Park School District that there has been to him/her a personal loss, injury or inconvenience caused by a violation, misinterpretation, or inequitable application of an established policy governing employees, or of this Agreement, except that the term "grievance" shall not apply to (1) a complaint of his/hers not being re-employed. A grievance to be considered under this procedure must be initiated by the employee within thirty (30) days of the occurrence or event or act which gave rise to the grievance.
- B. An employee or the recognized association may present, in appeal through administrative channels, grievances affecting them, free from restraint, interference, coercion, discrimination or reprisal.
- C. At each step in the grievance appeal process, the responsible person in authority hearing the grievance is to apply all possible measures to adjust the grievance professionally and with complete fairness. Proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure and consistent with prescribed procedures.
- D. Nothing herein contained shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the administrative staff and having the grievance adjusted without intervention of the recognized organization.
- E. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level shall be considered as a maximum and every effort shall be made to expedite the process. The time limits may, however, be extended by mutual agreement. If a grievance appeal is filed at such time that it cannot be processed through all of the prescribed steps by the end of the then current school year, and if leaving said grievance unresolved until the beginning of the following school year, could result in substantial harm to a party in interest, the stipulated

time limits shall be reduced so that the grievance procedures may be exhausted prior to the end of the then current school year or as soon thereafter as practical.

II. Grievance Procedures

A. Level One - Principal

If an employee believes there is a basis for a grievance, he shall first discuss the alleged grievance with his building principal, either personally or accompanied by a representative of the Cliffside Park Educational Secretaries Association. If, as a result of the informal discussion with the principal, the grievance still exists, the employee may invoke the formal grievance procedure and present his grievance, in writing, to the building principal within five (5) school days of the informal discussion. The principal shall indicate the disposition of the grievance, and shall inform the employee of his decision within five (5) school days from the date the employee filed the formal grievance.

B. Level Two - Superintendent

If the employee is not satisfied with the disposition of his grievance at Level One, or if no decision has been rendered within five (5) school days after the presentation of the grievance, he may file the grievance with the Superintendent of Schools within five (5) school days of the receipt of the decision by the principal, or, within five (5) school days of the date said decision should have been rendered. The Superintendent shall advise the employee of his decision in writing within ten (10) school days following the date of submission of the grievance to him. The decision shall state explicitly what action or recommendation the Superintendent proposes in order to resolve the grievance. The Superintendent shall consult, if necessary, with the principal and the employee involved. If the Superintendent calls for a meeting of the parties involved, the employee shall have the right to be represented by the Association if he so desires.

C. Level Three - Board of Education

If the employee is not satisfied with the disposition of his grievance at Level Two, or if no decision has been rendered within ten (10) school days after the presentation of the grievance to the Superintendent, he/she may request that the Board of Education review the grievance. The request shall be submitted in writing through the Superintendent of Schools within ten (10) school days of the decision by the Superintendent of schools, or within ten (10) school days of the date said decision should have been rendered. The Board of Education shall review the grievance, conduct a hearing if requested by the employee, and render a decision in writing setting forth the reasons for its decision within twenty (20) school days.

D. Level Four - Arbitration

(1) If the employee is not satisfied with the disposition of his grievance at Level Three, or if no decision has been rendered within twenty (20) school days after the grievance was delivered to the Board of Education or after the conclusion of any hearing conducted by the Board of Education, he may, within ten (10) school days after the decision by the Board of Education or thirty (30) school days after the grievance was delivered to the Board of Education or after the conclusion of any hearing conducted by the Board of Education, whichever is sooner, request in writing that the Association submit his grievance to arbitration. If the Association determines that the grievance is meritorious, it may submit the grievance to arbitration within ten (10) school days after receipt of a request by the employee.

(2) Within ten (10) school days after such written notice of submission to arbitration, the Board and the Association shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a request for a list of arbitrators may be made to the American Arbitration Association by either party. The parties shall then be bound by the rules and procedures of the American Arbitration Association in the selection of an arbitrator and during the arbitration proceedings.

(3) The arbitrator selected shall confer with the representatives of the Board and the Association and hold a hearing promptly and shall issue his decision not later than thirty (30) days from the date of the close of the hearing, or from the date the final statements and proofs, including briefs and legal memoranda, are submitted to the arbitrator. The arbitrator's decision shall be final and binding upon the parties and shall be in writing and shall set forth his findings of fact, reasoning, and conclusions on the issues submitted.

(4) The authority of the arbitrator shall be limited to the interpretation, application or the compliance with the provision of this Agreement, and the arbitrator shall have no authority to modify, add to, subtract from, or in any way alter any of the terms of this Agreement, and the arbitrator shall be bound by all applicable New Jersey and Federal Statutes, the Constitution of the State of New Jersey and of the United States, and all decisions of the Commissioner of Education, the State Board of Education, the Courts of the State of New Jersey and the Federal Courts having jurisdiction over matters arising within the State of New Jersey.

E. Costs of Arbitration

(1) The Board and the Association shall each bear the total cost incurred by themselves.

(2) The fees and expenses of the arbitrator are the only costs which shall be shared by the Board and the Association and such costs will be shared equally.

1982-1983 and 1983-1984 Secretaries Agreement - continued

(3) If time is lost by an employee due to the arbitration proceedings necessitating the retention of a substitute, the Board of Education will pay the cost of the substitute. The time lost by the employee may be charged to personal business time.

III. Group Grievances

The procedures for the filing and processing of a group grievance shall be the same as the individual grievance procedures set forth herein, including the time periods specified above. A group grievance is defined as a claim, affecting a group or class of employees, that there has been, to them, a personal loss, injury or inconvenience caused by a violation, misinterpretation, or inequitable application of an established policy governing employee, or of this Agreement.

IV. Emergency Procedure

Recognizing that emergencies may arise, and that time may not permit the prescribed procedures to operate, the following provision is inserted:

In the event an individual, group of individuals or the Association as a whole, has a grievance of such nature that time will not permit the prescribed time periods to be followed, the procedure may be expedited, if the individual, group of individuals or the Association, as the case may be, states, in writing, the nature of the grievance together with explicit reasons why the prescribed procedures must be expedited. The grievance procedure shall be the same but each party shall be duty bound to act upon the grievance as quickly as possible.

ARTICLE XII - DURATION OF AGREEMENT

This Agreement shall be effective as of July 1, 1982, and shall continue in effect until June 30, 1984.

In witness whereof the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their representative secretaries, and their corporate seals to be placed hereon, all on the _____ day of _____, 1982.

CLIFFSIDE PARK BOARD OF EDUCATION

CLIFFSIDE PARK EDUCATIONAL SECRETARIES
ASSOCIATION

By _____
PRESIDENT

By _____
PRESIDENT

By _____
SECRETARY

By _____
SECRETARY